



Automotive Parts Supervisor

Department: General Services

Class Code: 1212

EEO Code: 28

FLSA: N

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in purchasing, storing and issuing automotive parts at County garage; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Reads shop manuals to ascertain type and specification of part; visits, telephones or contacts vendors by mail to order parts; compares packing slip against requisitions to verify quality and quantity of merchandise received; lifts and carries automotive parts; keeps purchased parts in storeroom bins and issues parts to mechanics upon request; keeps records of parts received and issued and inventories parts in storeroom periodically; prepares annual inventory reports; maintains a current inventory control; and perform other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of automotive parts and supplies; of stock keeping records procedures and maintaining established inventory and stock control records; of purchase and requisition procedures.

Considerable skill in following oral and written directions and in working effectively with employees; in maintaining stock records; in maintaining stock shelves in orderly fashion.

MINIMUM EDUCATION AND EXPERIENCE:

High School Diploma and three years of experience in the operation of an automotive parts room or warehouse; or equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
